CHAPTER 2

INSTRUCTIONS FOR PREPARING DoD FIRE INCIDENT REPORTS

A. GENERAL INSTRUCTIONS

The report forms are designed for field preparation and field coding by the DoD fire department. Fire departments shall gather necessary field data to complete the forms. The data may be hand-printed (ink or pencil) or typed.

Items on DD Form 2324

SECTION A – GENERAL DATA

1. NAME OF FIRE DEPARTMENT	2. REPORT STATUS 1. Preliminary 2. Final 3. Revised	3. OFF-STATION/MUTUAL AID RESPONSE Y. Yes N. No (12)
4. LOCATION	5. ZIP CODE (9 DIGIT / 5 DIGIT) (13 14 15 16 17 — 18 19 20 21)	6. UIC-RUC/ IDENT. CODE (22 23 24 25 26)
		7. AFFILIATION 1. Navy 2. Marine 3. Army 4. Air Force 5. Defense Logistics Agency 6. Other (27)

1. Enter the name of the responding fire department.

2. Circle the appropriate number and enter that number in the code space.

PRELIMINARY - Enter Code 1 when the report cannot be finalized in the required 14 days. Information may be incomplete or possibly speculative. As an example, estimates of loss may not be available, but are forthcoming. In this case leave LOSS ESTIMATES blank and complete the other portions of the report. Later, when these estimates become available, a final report shall be submitted. A final report always shall follow a preliminary report.

FINAL - Enter Code 2 when the report is accurate to the best of your knowledge. If the final is the initial report, all blocks shall be completed. If a preliminary report previously had been reported, only blank areas shall be completed in addition to blocks 1, 2, 4, 6, 7, and 14. (For the majority of fire incidents, the final report will be the initial report and, consequently, the only necessary report.)

REVISED - Enter Code 3 when previously reported data is being revised (changed). Only areas requiring revision shall be completed in addition to blocks 1, 2, 4, 6, 7, and 14.

3. Off-Station/Mutual Aid Response means a response to non-DoD property, such as assisting a municipal fire department in fighting a fire. Such responses normally are not required on this form, but shall be included in section 8 of the DoD Summary No-Loss Fire Emergencies Report. Off-Station/Mutual Aid responses requiring reports on this form include responses when DoD firefighters are injured or killed, when DoD fire equipment is damaged, or in an off-station fire response of national defense interest (national news media coverage).

4. Enter the location of the responding fire department.

5. Enter the postal ZIP code of the responding fire department.

6. Enter the identification code of the responding fire department. Navy unit identification codes are listed in NAVCOMPT Manual, Volume II, Chapter 5. Marine Corps reporting unit codes are listed in Marine Corps Order P1080.20E. Army identification codes may be obtained from the Unit Identification Code Information Officer, DCSOPS/G3, at the responsible Major Army Command (MACOM). Air Force identification codes will be provided by the Headquarters, Air Force Engineering and Services Center, Fire Protection Group (HQ AFESC/DEF), Tyndall AFB, Florida 32403. See AFR 92-1 for a listing of codes. DLA unit identification codes are listed in DLAR 4165.2, "Fire Reporting Procedures."

7. Circle the appropriate letter and enter that letter in the coding space to indicate the fire department's Military Service affiliation.

8. NAME OF ACTIVITY WHERE FIRE OCCURRED	9. LOCATION

10. AFFILIATION 1. Navy 2. Marine 3. Army 4. Air Force 5. Def. Log. Agency 6. Other	11. UIC-RUC/ IDENT. CODE					
	28	29	30	31	32	33

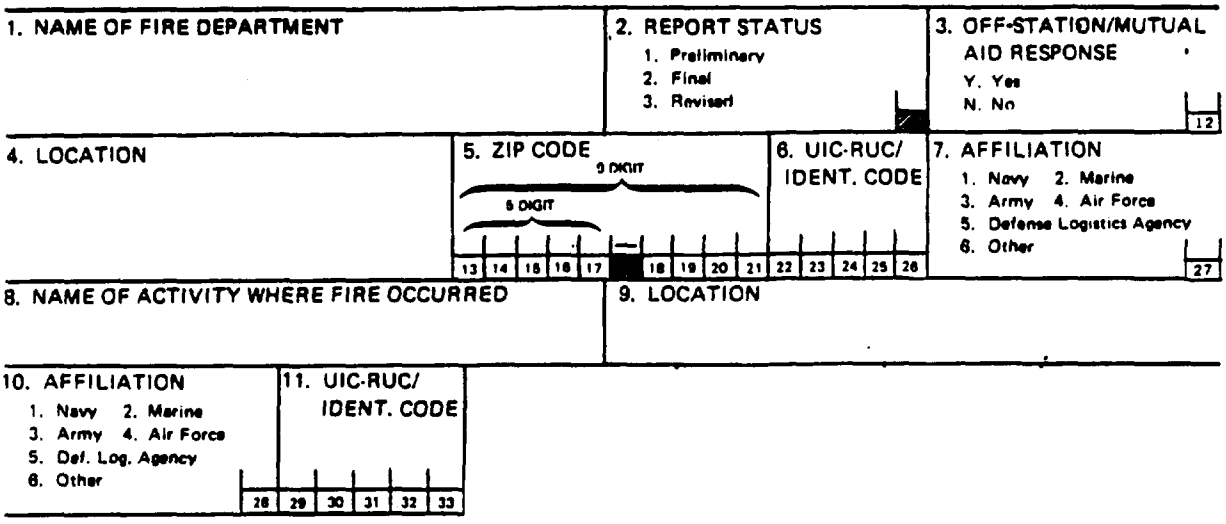
8. Enter the name of the activity where the fire occurred or the activity responsible for or custodian of the property involved in the fire.

9. Enter the location where the fire occurred.

10. Circle the appropriate letter and enter that number in the code space to indicate the Military Service affiliation of the activity where the fire occurred.

11. Enter the identification code of the activity where the fire occurred. If the name of the activity where the fire occurred and the activity maintaining the fire department is the same, 8, 9, 10, and 11 can be left blank as this would be the same information reported in 1, 4, 6, and 7, above. Complete 8, 9, 10, and 11 when a fire department responds to a tenant command, when a consolidated fire department responds to one of various commands for which it provides fire protection, or when a consolidated fire department responds to another Military Service activity.

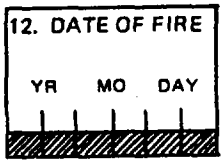
Example: A Norfolk Naval Base fire department that responds to a fire in a NAVSAFECEN building would be shown as below:



Other Examples:

A Naval Air Station Oceana fire department responds to a fire in an aircraft. The identification code of the aircraft's squadron would be used in 11.

A city fire department responds to a shipboard fire in a private shipyard. The identification code of the supervisor, shipbuilding, conversion, and repair administering the contract would be used in 11.

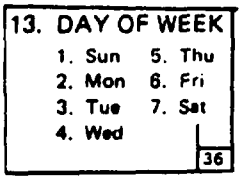


12. a. Month. Enter the month the incident occurred using its numeric designation.

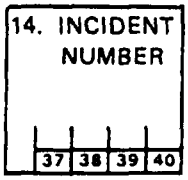
January	=01	April	=04	July	=07	October	=10
February	=02	May	=05	August	=08	November	=11
March	=03	June	=06	September	=09	December	=12

b. Day. Enter the day of the month when the incident occurred (for example, 01, 02....15, or 16).

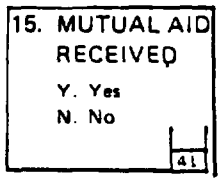
c. Year. Enter the last two digits of the year the incident occurred.



13. Circle the day the fire occurred and enter the number in the code space.



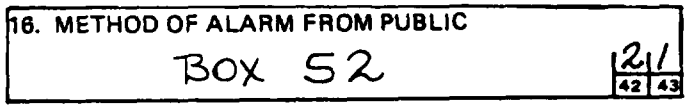
14. Incident number is a number assigned by each reporting activity, starting with 0001 at the beginning of each calendar year.



15. Circle the appropriate response and enter either a Y or an N in the code space. If response is Y, state the extent of aid received in Section G.

16. Record the method by which the fire department or the alarm center first became aware of the incident. Do not record the means by which the individual fire companies were notified of the incident by the alarm center. Some of the methods by which the fire department receives an alarm are telephone, municipal type alarm system, radio from a police or fire vehicle, and people walking into a fire station.

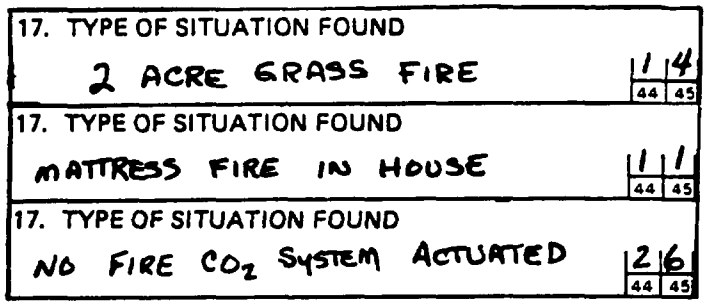
Examples:



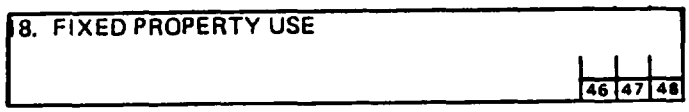
Refer to subsection B.1. of this chapter for classification for Method of Alarm from Public.

17. Record the situation that the fire department encountered at the incident site. In broad categories, this could be a fire, explosion, or operation of an automatic sprinkler system or fixed extinguishing systems for reasons other than fire. Be more definite, however, and indicate the type of fire or other incident. If this report is of a major off-station response, so indicate here. If conditions change during fire department operations, record the incident as the most serious situation encountered. For example, if the arriving apparatus found a fuel spill and it subsequently ignited, treat it as a fire. Details of the change in situation shall be included in section G.

Examples:



Refer to subsection B.1. of this chapter for classification for Type of Situation Found.



18. All property, whether it be a structure or open land, has a use. This use shall be identified here. The intent is to show the use of the property, not the configuration of buildings or other details of a property such as access, ownership, size, or internal weaknesses in construction or fire defenses. For example, property used for storage of a product shall be shown for that use whether the storage is inside or outside.

Property that is mobile (that is, can move in relationship to fixed property) shall be reported separately, and the fixed property on which it is located at the time of the incident shall be reported here.

Examples: A fire in a single-family dewelling

18. FIXED PROPERTY USE
SINGLE FAMILY DWELLING | 4 | 1 | 1 | (46 47 48)

An aircraft in a taxiway, not incident to flight

18. FIXED PROPERTY USE
AIRCRAFT IN TAXI STATUS | 9 | 7 | 8 | (46 47 48)

An automobile in a paved driveway

18. FIXED PROPERTY USE
PAVED DRIVEWAY | 9 | 6 | 3 | (46 47 48)

Fire in activity's officers'club

18. FIXED PROPERTY USE
OFFICER'S CLUB | 1 | 6 | 2 | (46 47 48)

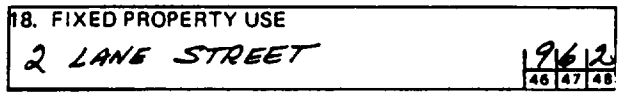
Refer to subsection B.1. of this chapter for classification for Fixed Property Use.

19. MOBILE PROPERTY TYPE
(Auto., Mobile Home, Ship, Aircraft) | | | (49 50)

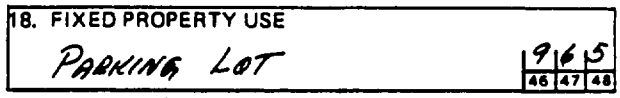
19. If the property that was involved in the fire was designed to be mobile (designed to move or be moved from one fixed property to another, whether or not it can still be moved), it shall be identified here. While it is mobile or in transit, the property on which it is located when the fire occurs shall be identified in the fixed property use entry. If the mobile property has been fixed by placing it on a foundation or on jacks or has been placed in a location where there is no intention of moving it for a period of time, its use shall be identified in item 18. A fixed property use always shall be recorded.

Additional details concerning the mobile property shall be entered in item 20.

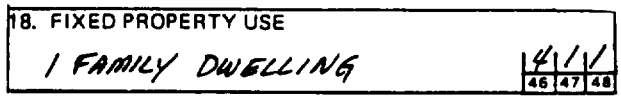
Examples: A bus with passengers on a suburban street.



A mobile home in transit on a shopping center parking lot.



A mobile home on a foundation used as a dwelling.



Refer to subsection B.1. of this chapter for classifications for Mobile Property Type.

20. IF MOBILE PROPERTY (Auto., Mobile Home, Ship, Aircraft)	YEAR	MAKE	MODEL/OR ACFT. MODEL	SERIAL NO./OR BUREAU NO.	LICENSE NO.

20. If a mobile property was involved in the fire, record the following details regarding that mobile property:

Year - year of manufacture.
Make - name of manufacturer or brand name.
Model - model name or model number if there is one.
Serial No. - manufacturer's serial number.

License No. - Enter license or registration number, including the state or agency issuing the registration. If the vehicle is unregistered, indicate "UNREG."
For more than one mobile property, identify each one separately in Section G.

Examples:

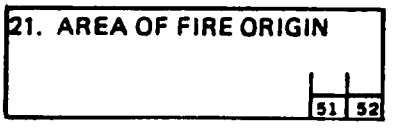
20. IF MOBILE PROPERTY (Auto., Mobile Home, Ship, Aircraft)	YEAR	MAKE	MODEL/OR ACFT. MODEL	SERIAL NO./OR BUREAU NO.	LICENSE NO.
AUTOMOBILE	1971	OLDSMOBILE	DELTA 88	XEMO 394862	MASS 66992

20. IF MOBILE PROPERTY (Auto., Mobile Home, Ship, Aircraft)	YEAR	MAKE	MODEL/OR ACFT. MODEL	SERIAL NO./OR BUREAU NO.	LICENSE NO.
MOBILE HOME	1973	PIIRIE	70 DW	70DW12946	UNREGISTERED

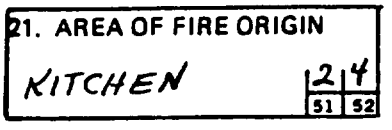
20. IF MOBILE PROPERTY (Auto., Mobile Home, Ship, Aircraft)	YEAR	MAKE	MODEL/OR ACFT. MODEL	SERIAL NO./OR BUREAU NO.	LICENSE NO.
AIRCRAFT	1957	BOEING	B-52G	57-0222	N/A

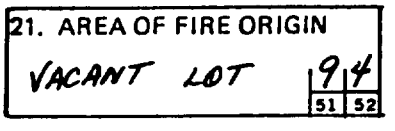
Note: Aircraft model shall include full DoD model designator, that is, mission modification, basic mission, design number, and Military Service number.

SECTION B - ORIGIN AND IGNITION DATA

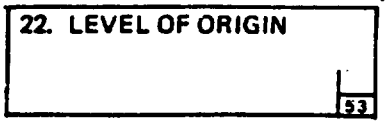


21. Describe the area where the fire originated. The area of origin is that area devoted to a specific use or process. For example, a restaurant may be fixed property use, and the kitchen in that restaurant, if an ignition occurs there, is the area of origin. The area of origin is either a room, an area or portion of a room, a vehicle or a portion of a vehicle, or possibly some open area devoted to a specific use. Some examples are closet, kitchen, engine compartment, and vacant lot.





Refer to subsection B.2. of this chapter for classifications for Area of Fire Origin.



22. Record the height in feet above ground level or grade where the fire originated. Height may be estimated, each story being equal to approximately 10 feet. If the fire originated below grade, indicate the number of feet below grade, but be sure to indicate that it is below grade. Fires outside of structures and in motor vehicles normally will be at or near grade level.

Examples:

A fire in the second story of a house - 12 feet above grade.

A fire in the basement of a house - 8 feet below grade.
A grass fire - grade level.

Refer to subsection B.2. of this chapter for classifications for Level of Origin.

23. TERMINATION STAGE
1. HEAT TERMINATED IN THE OVERHEAT STAGE BEFORE SMOLDER OR FLAME
2. FIRE TERMINATED IN THE SMOLDER STAGE, BEFORE ANY FLAME
3. FIRE TERMINATED IN OR AFTER THE FLAME STAGE
4. NOT APPLICABLE

56

23. A fire may be discovered and extinguished or may self-terminate in one of three stages of its development as shown below:

FLAME - Products of combustion that are illuminated by the heat of combustion and accompany the burning of most materials in normal atmospheres.
OVERHEAT - Destruction of material by heat without self-sustained combustion. Removal of the heat source will stop the destruction. Overheat is the stage before ignition.
SMOLDERING - Self-sustaining combustion of a material without any flame evident.

Identify the stage in which the fire terminated, circle the proper number, and enter that number in the code space.

Example:
Firefighters find a mattress smoldering as a result of a discarded cigarette. There is no evidence of open flame.

23. TERMINATION STAGE
1. HEAT TERMINATED IN THE OVERHEAT STAGE BEFORE SMOLDER OR FLAME
(2.) FIRE TERMINATED IN THE SMOLDER STAGE, BEFORE ANY FLAME
3. FIRE TERMINATED IN OR AFTER THE FLAME STAGE
4. NOT APPLICABLE

56

24. EQUIPMENT INVOLVED IN IGNITION (IF ANY)

54 55

24. The heat of ignition often originates in equipment that fails or brings about the ignition while operating properly. Record the type of equipment if equipment was involved. Also refer to item 25 of this section and enter as many details as possible. If the heat of ignition was from an exposure fire, indicate the distance between the exposures or the protection provided if they are attached.

If no equipment was involved in the ignition and the fire was not the result of an exposure fire, enter the word "None."

Examples:

A deep fat fryer overheats igniting the grease - code 24.

An electric iron is left unattended and ignites the ironing board covering - code 57.

A dwelling ignites from a fire in a detached garage 25 feet away - code 92.

Refer to subsection B.2. of this chapter for classification for Equipment Involved in Ignition (If Any).

25. IF EQUIPMENT INVOLVED IN IGNITION	YEAR	MAKE	MODEL	SERIAL NO.	VOLTAGE

25. If a piece of equipment was involved in the ignition, record the following details regarding that piece of equipment:

Year - year of manufacture.
Make - name of manufacturer or brand name.
Model - model name or model number if there is one.
Serial No. - manufacturer's serial number.
Voltage (if any) - If the equipment was electrical, indicate the designed operating current and voltage.

Examples:

25. IF EQUIPMENT INVOLVED IN IGNITION	YEAR	MAKE	MODEL	SERIAL NO.	VOLTAGE
IRON	1974	QVICKEY	FS228	ME29476	110 Volts
25. IF EQUIPMENT INVOLVED IN IGNITION	YEAR	MAKE	MODEL	SERIAL NO.	VOLTAGE
COPY MACHINE	1972	FASCOP	FC2000	3648299	220 Volts

MATERIAL FIRST IGNITED

26. TYPE	57	58

26. Identify and record the type of material first ignited by the heat source identified below. The first material ignited may not be the most significant from the standpoint of fire development, but it is most significant from the ignition standpoint, and, as such, care should be taken to identify it properly. Other materials that may have been nearby and that may have contributed substantially to the fire can be identified later. The type of material ignited

may include a gas, flammable liquid, chemical, plastic, wood, paper, fabric, or other materials. Be as specific as possible when identifying the material.

Examples:

Gasoline is spilled and ignited by a hot water heater.

Paper in a wastebasket is ignited when a cigarette is discarded.

A rayon sweater ignites when a person leans across a gas burner on a stove.

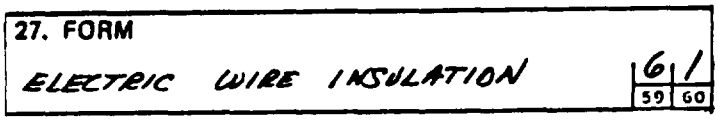
Refer to subsection B.2. of this chapter for classifications for Type Material First Ignited.

27. The form of material first ignited is the shape and use of the material as it is used by human beings, as opposed to its composition. Wood shingles on a roof, for instance, would be described as sawed or split wood for type of material and roof covering for form of material. The form of material first ignited when combined with the type of material first ignited shall identify clearly the material involved in the ignition.

Record the form or use of the material already identified as "Type of Material First Ignited."

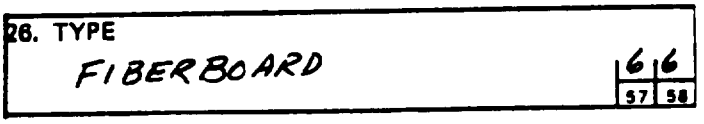
Examples:

A short circuit ignites the PVC plastic insulation on electric wire.

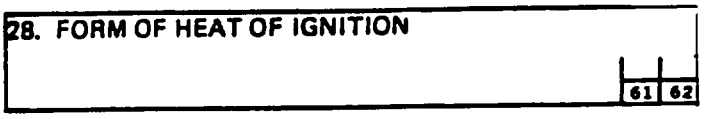


Children playing set grass on fire.

A plumber working in a wall cavity ignites fiberboard used as an insulating material.



Refer to subsection B.2. of this chapter for classifications for Form of Material First Ignited.

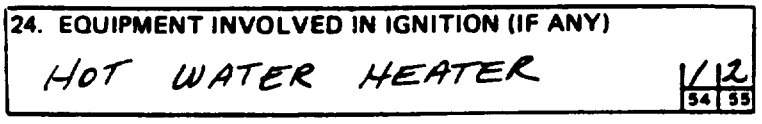


28. The form the heat of ignition takes can be an open flame, a hot surface, an arc or spark, or some other form. Record the form of the heat that started the fire, as near as can be determined. The form of heat of ignition when combined with a description of any equipment involved in ignition shall identify clearly the heat responsible for the ignition. If the heat was from a fuel-fired or fuel-powered object, specify the fuel used.

Note: There is a difference between gas and gasoline. Gas is a gaseous fuel; gasoline is a liquid fuel.

Examples:

A fire starts when gasoline fumes are ignited by a gas-fired hot water heater.



A fire starts when a cigarette is dropped in an upholstered chair.

24. EQUIPMENT INVOLVED IN IGNITION (IF ANY)		
NONE	98	54 55

28. FORM OF HEAT OF IGNITION		
DISCARDED CIGARETTE	31	61 62

A shed 75 feet from the house is ignited by radiated heat.

24. EQUIPMENT INVOLVED IN IGNITION (IF ANY)		
EXPOSURE 75' AWAY	91	54 55

28. FORM OF HEAT OF IGNITION		
RADIATED HEAT	82	61 62

Refer to subsection B.2. of this chapter for classifications for Form of Heat of Ignition.

29. IGNITION FACTOR		
		63 64

29. The heat of ignition and the material first ignited have been identified previously. In order for a fire to start, there must be some means by which the heat and material are brought together. It can be a deliberate act, an accident, or even an act of nature. Care must be taken not to blame a person believed responsible. Just get the facts. Record the factor responsible for the ignition, that is, the factor that explains why the heat source and the material ignited were able to combine to initiate the fire.

Examples:

A building is deliberately set on fire, and a suspect is in custody.

29. IGNITION FACTOR		
INCENDIARY ACT BY INDIVIDUAL	11	63 64

A lightning strike ignites a barn.

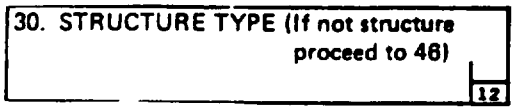
29. IGNITION FACTOR		
LIGHTNING STRIKE	84	63 64

A workman cutting away old metal ignites nearby combustible materials.

29. IGNITION FACTOR CUTTING TOO CLOSE TO COMB. MAT.	3 5 (63 64)

Refer to subsection B.2. of this chapter for classifications for Ignition Factor.

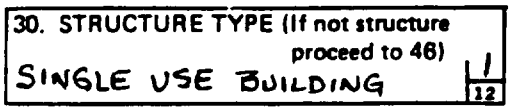
SECTION C - STRUCTURE AND FIRE DATA



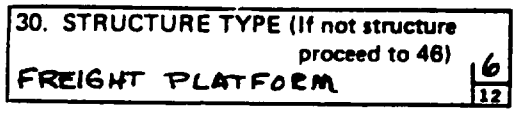
30. Structure type is the type of structure housing one or more fixed property uses. The most common type of structure is a building. A building can have a single use or a multiple use. For example, a single-family dwelling is usually a single-use building; a bowling alley, shoe store, and gift shop combination is a multiple-use building. Other types of structures include air-supported structures, open-sided structures, open platforms, and underground structures.

Examples:

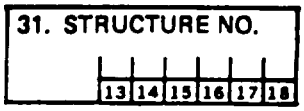
A building having only one use.



An open structure used to transfer freight.



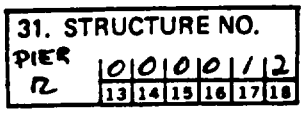
Refer to subsection B.3. of this chapter for classifications for Structure Type.



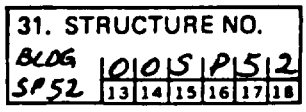
31. Record the most identifiable number associated with the structure.

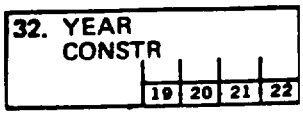
Examples:

A fire on Pier 12.



A fire in building SP52.

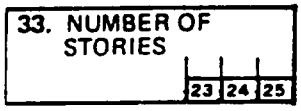




32. Enter the calendar year that the construction was completed.

Example:

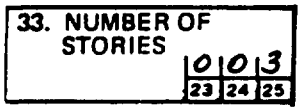
A building completed in 1942.

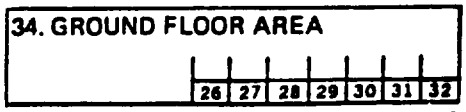


33. For buildings, enter the number of stories above grade. For other type of structures, enter the equivalent number of stories.

Example:

A 30-foot control tower.

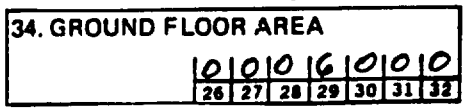




34. Enter the total ground floor area; not just the area between fire cutoffs.

Example:

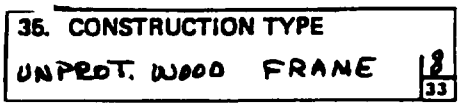
A fire in a building 30 feet by 200 feet.

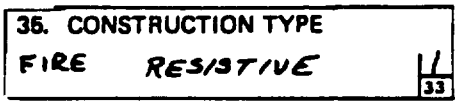


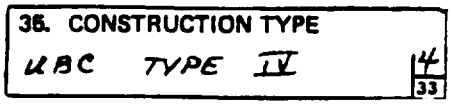
35. Record the type of construction used to build the structure if a structure was involved. If a mixture of construction types exists, record the principal type. If the fire did not involve a structure, this is not applicable.

Building code classifications can be used provided that the particular code also is cited.

Examples:







Refer to subsection B.3. of this chapter for classifications for Construction Type.

36. Record the method by which the structure was constructed. If a mixture of methods was used, record the principal method used. If the fire did not involve a structure, this data is not applicable. Construction methods are basically site-built; factory-built, site-assembled; factory-built, modular structure; or factory-built, mobile structure.

Examples:

A standard building constructed with materials brought to the site.

A mobile home built at a factory and towed to its present site.

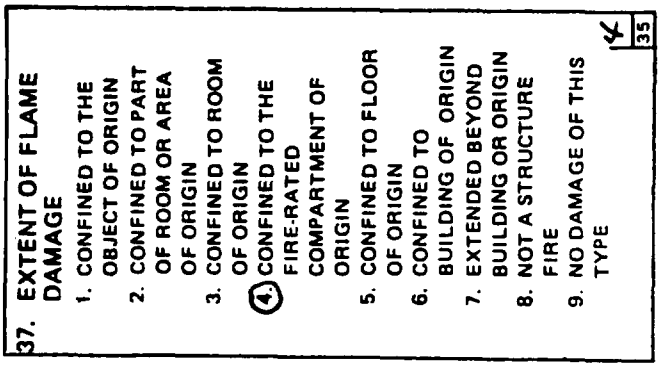
Refer to subsection B.3. of this chapter for classifications for Construction Method.

37. Extent of flame damage. If the fire was in a structure, describe the burned or charred area. The area of actual flame impingement is sought. "Browned" paper and similar areas scorched by heat but not attacked by flame shall be recorded in "Extent of Smoke Damage." Flame damage can be confined to the object of origin or the room of origin, or it can spread to other rooms, stories, or even to other structures.

Circle the appropriate number and enter this number in the proper code space.

Example:

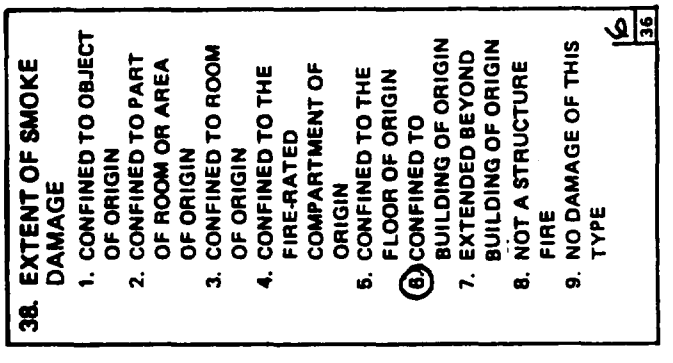
Fire extends out of room to cause flame damage in two adjacent rooms.



38. Extent of smoke damage. If the fire was in a structure, describe the extent of damage caused by the movement of smoke and heat in the structure. This will include areas scorched by heat and browned paper where there was no flame impingement. Do not include areas where light smoke was present and did not cause damage. Smoke damage can be confined to the object of origin or the room of origin, or it can spread to other rooms, other stories, or even other structures. Circle the appropriate number and enter this number in the proper code space.

Example:

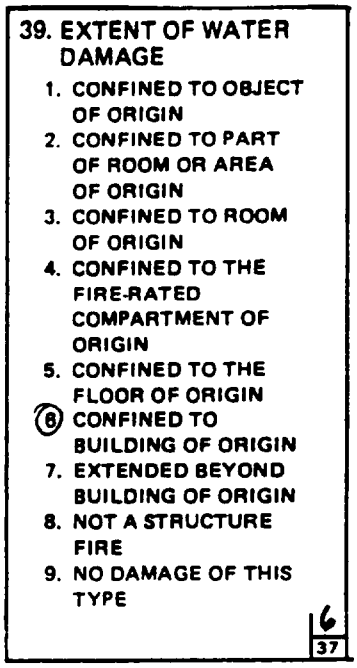
Fire is confined to two rooms on one floor, but there is smoke damage on two stories above the fire.



39. Extent of water damage. If the fire was in a structure, describe the extent of damage caused by the water or other extinguishing agent used to suppress the fire. The extent of water damage can be confined to the object of origin, room or area of origin, several rooms on the same story, or several stories, or it can even be beyond the structure of origin. Circle the appropriate number and enter this number in the proper code space.

Example:

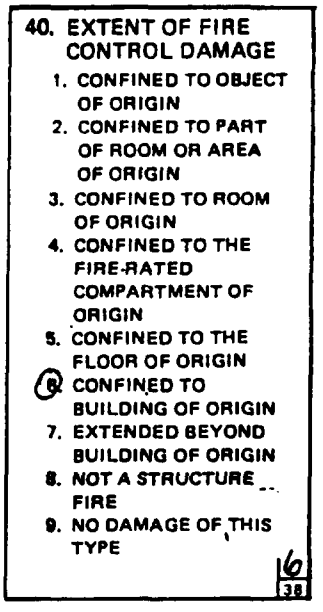
A fire on the second story of a dwelling is extinguished with water that ran through the ceiling on the first story.



40. Extent of fire control damage. If the fire was in a structure, describe the extent of damage done in controlling and extinguishing the fire. Included are openings made for ventilation, checking for fire extension, and overhaul. Do not incude areas damaged by water where there was no firefighting damage. Circle the appropriate number and enter this number in the proper code space.

Example:

Firefighters opened the roof of a dwelling to ventilate the smoke from a serious fire in the building.



41. If the fire was in a structure, record occupancy data. Occupants may be awake, asleep, too young to act, or in other situations. Circle the appropriate number and enter this number in the proper code space.

Example:

Fire discovered in dwelling while occupants were away for the morning.

42. The type of material first ignited often is not the most significant material involved in a fire. If the fire was in a structure and the flames spread beyond the room of origin, identify and record the type of material (what it is made of) that contributed the most to the flame or fire development, whether that material was in the room or space of origin or in another area of the structure. If flames did not spread "beyond room of origin," enter N/A in blocks 42 and 43.

Examples:

A fire originating in a trash receptacle ignites polyurethane seats causing an intense, spreading fire.

42. IF FLAME SPREAD BEYOND ROOM OF ORIGIN:	TYPE OF MATERIAL GENERATING MOST FLAMES: POLYURETHANE	4 (40) | 1 (41)

A thin plywood paneling in a corridor spreads the fire from the room of origin to other rooms off the corridor.

42. IF FLAME SPREAD BEYOND ROOM OF ORIGIN:	TYPE OF MATERIAL GENERATING MOST FLAMES: PLYWOOD PANELING	6 (40) | 5 (41)

Refer to subsection B.3. of this chapter for classifications for Type of Material Generating Most Flames.

43. AVENUE OF FLAME TRAVEL	(42) | (43)

43. If the fire was in a structure and flames spread beyond the room of origin, identify and record the single most important avenue that allowed rapid, unusual, or intense flame (char) beyond the room or area of origin. Avenues can be either vertical or horizontal and may be natural channels, such as open shafts or long corridors, or mechanical methods, such as conveyor systems. In some cases, the configuration of materials may form the avenue of flame travel.

Examples:

Flames from a room ignite the plywood paneling in the corridor and allow the fire to sweep down the corridor.

43. AVENUE OF FLAME TRAVEL	1 (42) | 2 (43)
PANELING ON CORRIDOR WALL	

Flames break out a window, and the heat breaks the window above allowing the flames to ignite combustibles inside that area.

43. AVENUE OF FLAME TRAVEL	2 (42) | 6 (43)
EXTERIOR VERTICAL SPREAD	

Materials on a conveyor traveling through a fire area are ignited and continue to burn as they pass through other areas, igniting other materials.

43. AVENUE OF FLAME TRAVEL	
CONVEYOR SYSTEM	42: 4, 43: 2

Refer to subsection B.3. of this chapter for classifications for Avenue of Flame Travel.

44. IF SMOKE SPREAD BEYOND ROOM OF ORIGIN:	TYPE OF MATERIAL GENERATING MOST SMOKE:
	44: , 45:

44. Materials other than those first ignited or those producing the most significant flame are often involved in the production of smoke. If the fire was in a structure and smoke spread beyond the room or area of origin, identify and record the type of material (what it is made of) that contributed the most to the development of smoke at the fire, whether or not that material was in the room or area of origin. If smoke did not spread "beyond room of origin," enter N/A in blocks 44 and 45.

Examples:

A fire spreading from the area of origin involves oils stored in the structure, producing heavy smoke.

44. IF SMOKE SPREAD BEYOND ROOM OF ORIGIN:	TYPE OF MATERIAL GENERATING MOST SMOKE:
COMBUSTIBLE CUTTING OIL	44: 2, 45: 7

A fire spreading from the room of origin involves furniture with foam rubber cushioning, producing heavy smoke.

44. IF SMOKE SPREAD BEYOND ROOM OF ORIGIN:	TYPE OF MATERIAL GENERATING MOST SMOKE:
FOAMED RUBBER CUSHIONING	44: 5, 45: 1

Refer to subsection B.3. of this chapter for classifications for the Type of Material Generating Most Smoke.

45. AVENUE OF SMOKE TRAVEL	
	46:

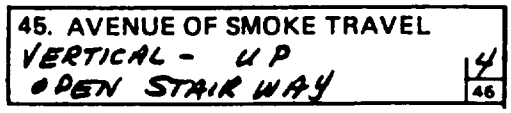
45. If the fire was in a structure and smoke spread beyond the room or area of origin, describe the avenue along which the smoke traveled. All fires will not have a significant smoke spread avenue; therefore, it is not always necessary to report a smoke spread avenue. If you believe there was not a significant smoke spread avenue, indicate "not significant" on the report.

Smoke can spread both horizontally and vertically, and both the direction and avenue shall be noted.

Examples:

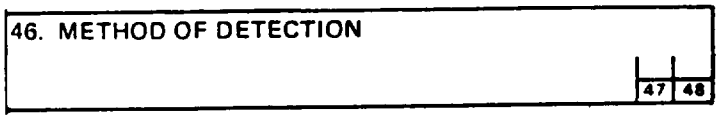
Smoke from a fire travels through the air-conditioning system to other areas on the same story.

Smoke travels up an open stairway.



Smoke from a fire in upholstered furniture fills the first story of a dwelling by traveling through open doorways.

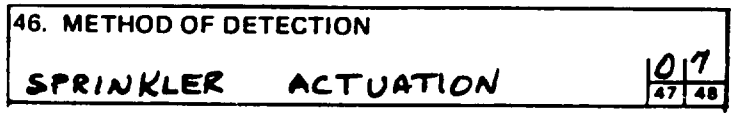
Refer to subsection B.3. of this chapter for classifications for Avenue of Smoke Travel.



46. Identify and record the classification of the person or devices that first detected the fire.

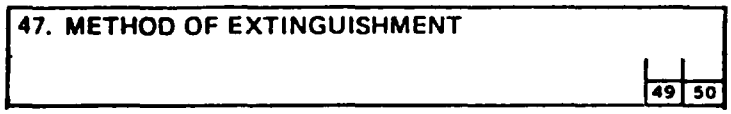
Examples:

A fire undetected until sprinkler actuated.



Lightning strikes a building, shorts out, and actuates fire alarm box.

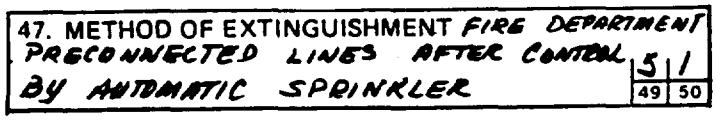
Refer to subsection B.3. of this chapter for classifications for Method of Detection.



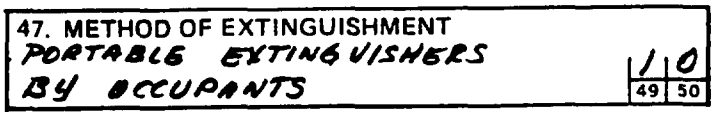
47. In recording the method of extinguishing or control, include whether the method was applied by the fire department or others.

Examples:

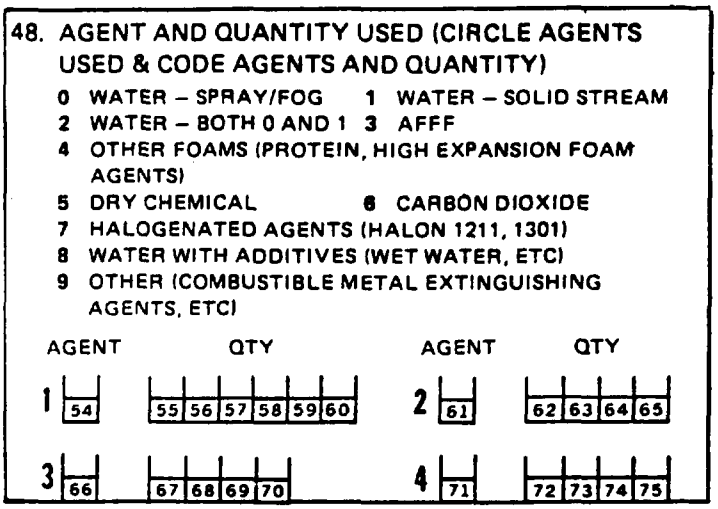
Fire extinguished by fire department using preconnected lines with carried water after control by automatic sprinkler system.



Fire extinguished by occupant using CO_2 extinguishers before arrival of fire department.



Refer to subsection B.3. of this chapter for classifications for Method of Extinguishment.



48. Enter agent and quantity of agent used. The agent indicated in space #1 shall be the one that involved the largest quantity of agent used. In most instances, this will be water. Quantities of Aqueous Films Forming Foam and additives shall be given in concentrate quantities. Quantities shall be expressed either in gallons or in pounds, as appropriate.

Example:

Tar pot fire; operator used 30# dry chemical and three 15# CO_2's; fire reflashed; fire department extinguished with 100 gallons of water using fog nozzle.

48. AGENT AND QUANTITY USED (CIRCLE AGENTS USED & CODE AGENTS AND QUANTITY)

(0) WATER – SPRAY/FOG 1 WATER – SOLID STREAM
2 WATER – BOTH 0 AND 1 3 AFFF
4 OTHER FOAMS (PROTEIN, HIGH EXPANSION FOAM AGENTS)
(5) DRY CHEMICAL (6) CARBON DIOXIDE
7 HALOGENATED AGENTS (HALON 1211, 1301)
8 WATER WITH ADDITIVES (WET WATER, ETC)
9 OTHER (COMBUSTIBLE METAL EXTINGUISHING AGENTS, ETC)

	AGENT	QTY	AGENT	QTY
1	0 (54)	0 0 0 1 0 0 (55 56 57 58 59 60)	2 5 (61)	0 0 3 0 (62 63 64 65)
3	6 (66)	0 0 4 5 (67 68 69 70)	4 (71)	(72 73 74 75)

49. MOST EFFECTIVE EXTINGUISHING AGENT USED (51)

49. Regardless of fire location, describe the extinguishing agent used that was most effective in controlling or extinguishing the fire. Leave blank if fire was self-extinguished, was extinguished without the use of agents, or if nothing was effective.

Examples:

Fire in fry pan on stove extinguished by placing cover over pan and removing pan from stove.

49. MOST EFFECTIVE EXTINGUISHING AGENT USED (51)

Ignited JP-5 fuel spill effectively extinguished with AFFF.

49. MOST EFFECTIVE EXTINGUISHING AGENT USED AFFF 3 (51)

Refer to subsection B.3. of this chapter for classifications for Most Effective Extinguishing Agent Used.

50. NUMBER OF PEOPLE RESCUED BY FIRE DEPT. (Explain in narrative)	52	53

50. This applies to all fire-related rescues.

51. If deficiencies existed in the firefighting evaluation or installed fire safety features involving extinguishing or controlling the fire, indicate in this item. Indicate firefighting-type problems or known installed fire safety feature deficiencies only. Circle the most appropriate number, enter this number in the proper code space, and explain in the narrative. If two or more areas are applicable, explain others in the narrative.

Example:

Water supply was reduced by 50 percent because of a power loss to the electrically driven fire pumps.

51. DEFICIENCIES OR PROBLEM AREAS
If problems existed in any of the following areas, indicate and further explain in narrative:
1. ALARM TRANSMITTAL
2. FIRE DEPARTMENT RESPONSE
3. PUMPER, HOSE, LADDERS, ETC.
4. MANPOWER
5. BREATHING APPARATUS, PROTECTIVE CLOTHING, ETC.
(6) EXTINGUISHING AGENTS, WATER SUPPLY, ETC.
7. VENTILATION, FORCIBLE ENTRY, SALVAGE
8. WEATHER
9. ITEMS OF NON-COMPLIANCE (OSHA)
10. OTHER

6
76

Item 9 should be used only when a previously identified item of non-compliance with either OSHA, DoD, or DoD Component fire protection criteria contributes significantly to the fire loss, loss of life, or injury.

Example: An unsprinklered facility is completely destroyed by fire. If, in accordance with existing criteria, the facility was identified as needing a sprinkler system, but did not have it installed and this deficiency contributed significantly to the fire loss, item 9 should be annotated. Specific comments should be included in the narrative.

SECTION D - FIRE PROTECTION FACILITIES (IN STRUCTURES ONLY)

52. In 52, 53, and 54, circle the appropriate letter and enter this letter in the proper code space. Indicate percent and numbers, where requested. In all other subsections, circle the appropriate number and enter this number in the proper code space.

52. AUTOMATIC SPRINKLERS PROVIDED? (IF NO PROCEED TO 53) Y. YES N. NO [12]	TYPE OF SPRINKLER SYSTEM 1. WET 2. DRY 3. DELUGE-WATER 4. DELUGE-FOAM 5. PRE-ACTION DELUGE [22]	SPRINKLER PERFORMANCE 1. SPRINKLERS OPERATED SATISFACTORILY – EXTINGUISHED FIRE 2. SPRINKLERS OPERATED SATISFACTORILY – HELD FIRE IN CHECK 3. NO SPRINKLER OPERATION; FIRE TOO SMALL 4. NO SPRINKLER OPERATION; NO SPRINKLERS IN FIRE AREA 5. SPRINKLER OPERATION UNSATISFACTORY (EXPLAIN IN NARRATIVE) 6. PERFORMANCE OF AUTOMATIC EXTINGUISHING EQUIPMENT NOT CLASSIFIED ABOVE 7. PERFORMANCE OF AUTOMATIC EXTINGUISHING EQUIPMENT UNDETERMINED OR NOT REPORTED [23]
PERCENT COVERED? [13][14][15]		
IF LESS THAN 100%, WERE SPRINKLERS IN FIRE AREA? Y. YES N. NO [16]		
OPERATED AT FIRE? Y. YES N. NO [17]		
CONNECTED TO FIRE ALARM HEADQUARTERS? Y. YES N. NO [18]		
WAS SPRINKLER OPERATION FIRST INDICATION OF FIRE? Y. YES N. NO [19]		
NUMBER OF SPRINKLER HEADS OPERATED? [20][21]		
53. AUTOMATIC FIRE ALARM PROVIDED? (IF NO PROCEED TO 54) Y. YES N. NO [24]	TYPE OF ALARM SYSTEM 1. FIXED TEMPERATURE 2. RATE OF RISE 3. COMBINATION FIXED TEMP/RATE OF RISE 4. SMOKE/SMOKE COMBINATION 5. OTHER [32]	PERFORMANCE OF FIRE DETECTION EQUIPMENT 1. DETECTOR(S) IN THE ROOM OR SPACE OF FIRE ORIGIN, AND THEY OPERATED 2. DETECTOR(S) NOT IN THE ROOM OR SPACE OF FIRE ORIGIN, AND THEY OPERATED 3. FIRE TOO SMALL TO ACTIVATE DETECTORS 4. DETECTOR PERFORMANCE UNSATISFACTORY (EXPLAIN IN NARRATIVE) 5. NO DETECTORS PRESENT 6. PERFORMANCE OF FIRE DETECTION EQUIPMENT NOT CLASSIFIED ABOVE 7. PERFORMANCE OF FIRE DETECTION EQUIPMENT UNDETERMINED OR NOT REPORTED [33]
PERCENT COVERED? [25][26][27]		
IF LESS THAN 100%, WERE DETECTORS IN FIRE AREA? Y. YES N. NO [28]		
OPERATED AT FIRE? Y. YES N. NO [29]		
CONNECTED TO FIRE ALARM HEADQUARTERS? Y. YES N. NO [30]		
WAS DETECTOR OPERATION FIRST INDICATION OF FIRE? Y. YES N. NO [31]		

53. Automatic Fire Alarm applies to alarm systems only, not systems that actuate extinguishing systems.

Examples:

CO_2 flooding system automatically actuated by smoke detectors, circle N in 53.

Single station smoke detector in dwelling, circle Y in 53 and complete remainder of subsection 53.

54. MANUAL FIRE ALARM SYSTEM PROVIDED? (IF NO PROCEED TO 55)	Y. YES N. NO	34
OPERATED AT FIRE? (IF NO PROCEED TO 55)	Y. YES N. NO	35
CONNECTED TO FIRE ALARM HEADQUARTERS?	Y. YES N. NO	36
IF OPERATED DID SYSTEM PERFORM SATISFACTORILY?	Y. YES N. NO	37

55. INSTALLED PORTABLE EXTINGUISHERS (NOT F.D. CARRIED)	
1. EXTINGUISHERS NOT PROVIDED 2. PROVIDED BUT NOT USED 3. OPERATED SATISFACTORILY 4. OPERATED UNSATISFACTORILY (EXPLAIN IN NARRATIVE) 5. OPERATION N/A	38

56. OTHER FIXED SPECIAL EXTINGUISHING SYSTEMS IN FIRE AREA (IF NONE PROCEED TO SECTION E)	FIXED SPECIAL EXTINGUISHING SYSTEMS OPERATED	SPECIAL SYSTEM PERFORMANCE
1. NONE 2. BUILT-IN CARBON DIOXIDE FLOODING SYSTEMS PROVIDED 3. BUILT-IN CARBON DIOXIDE HAND HOSELINE PROVIDED 4. BUILT-IN "HALON" FLOODING SYSTEM PROVIDED 5. BUILT-IN DRY CHEMICAL SYSTEM PROVIDED 6. BUILT-IN FOAM SYSTEM PROVIDED 7. OTHERS	1. AUTOMATIC 2. MANUAL 3. NOT OPERATED	1. FIRE TOO SMALL FOR SYSTEM OPERATION 2. OPERATED SATISFACTORILY – EXTINGUISHED FIRE 3. OPERATED SATISFACTORILY – HELD FIRE IN CHECK 4. OPERATED UNSATISFACTORILY (EXPLAIN IN NARRATIVE) 5. OPERATION N/A
39	40	41

SECTION E - LOSSES

PROPERTY DAMAGED	ESTIMATED $ VALUE	ESTIMATED $ LOSS
57. STRUCTURE OR MOBILE PROPERTY (GOVERNMENT)	42 43 44 45 46 47 48 49	50 51 52 53 54 55 56 57

57. Estimated value of buildings, structures, and mobile property is replacement cost. An exception would be if property is surplus; then, a more realistic value shall be determined. In estimating fire loss for buildings, structures, or mobile property, the best available estimate of actual repair or replacement shall be used. This estimate shall include labor and materials cost for the total work. If realistic labor rates are not available, use the standard rate per work-hour stated in DoD Instruction 6055.7 (reference (b)).

Examples:

Barracks building built in 1942, with acquisition cost or plant account value of $250,000 and a replacement cost of $1,200,000, has severe fire on second story. The estimated cost of repair is $300,000. Estimated loss would be repair cost, $300,000. If building was completely destroyed, estimated loss would be replacement cost, $1,200,000.

Barracks building built in 1942, with plant account value of $250,000, has severe fire on second story. Building has been vacant for 5 years and was awaiting demolition.. Estimated loss is either zero or the cost of cleanup.

58. CONTENTS (GOVERNMENT)	12 13 14 15 16 17 18 19	20 21 22 23 24 25 26 27

58. Replacement values shall be used for contents. For partial loss to equipment, use estimated repair cost.

59. NON-GOV PROPERTY (IF NONE PROCEED TO 61)	34 35 36 37 38 39 40 41	42 43 44 45 46 47 48 49

60. IF NON-GOV LOSS GIVE PROPERTY TYPE

1. PRIVATE
2. CONTRACTOR
3. SPECIAL SERVICES
4. EXCHANGE, PX
5. GOV LOSS, REIMBURSED
6. OTHER _____

58

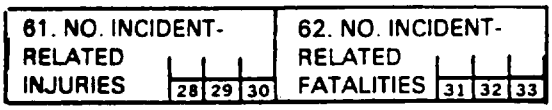
CARD NO. 3

77 78 79

59. Report fire losses that are nontaxpayer losses and that occur at DoD activities. These loss estimates shall be the best available; however, exact, detailed estimates are not necessary for nongovernment property. Circle the proper number in Property Type (block 60) and enter the number in code block.

An example of this type loss is contents of an exchange warehouse that are covered by an insurance fund. Another example would be privately owned contents in a DoD housing unit. However, if it appears the government is responsible for the loss, such as a housing fire caused by a faulty heating system, the loss should be entered under 58 Contents (Government) rather than 59.

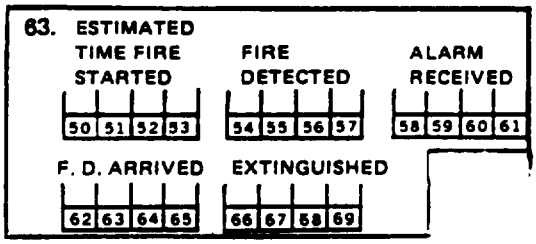
Loss to government property that is reimbursed by the contractor, housing occupant, or other (normally due to negligence) shall be in 59 rather than 58. Circle the proper number in 60 and enter the number in the code block. If more than one property loss type is involved, code the most appropriate and explain in the narrative.



61-62. Report injury to, or death of, DoD military and civilian personnel, their dependents, contractors, municipal personnel, and others that occur at a DoD activity fire incident.

If any injury or death occurs, Section H shall be completed.

SECTION F - TIMES (24 Hour Clock)



63. Enter the appropriate time in each subsection.

Estimate time fire started - On some fires this will be difficult, but provide the best estimate.

Time fire detected - This time may be same as time above or hours later.

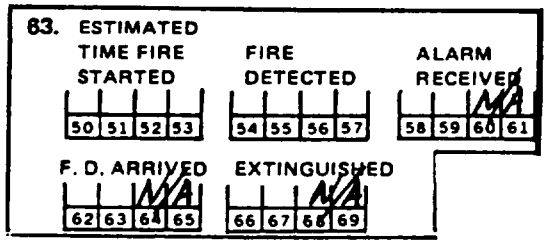
Time alarm received by fire department - If no alarm was received, use N/A.

Time fire department arrived - Arrival time of first responding fire suppression vehicle.

Time extinguished - The time when there is no longer any abnormal heat or smoke being generated in materials that previously were burning.

If not applicable, so indicate.

EXAMPLE: Inspector found self-extinguished fire. Estimate time fire started - fill in time detected; N/A in alarm receive; N/A in fire department arrived; and N/A in extinguished.



SECTION G - BRIEF NARRATIVE OF FIRE

A narrative will be computerized. The first part of the narrative shall describe the fire department's operations starting with the alarm and ending with return to the station. Information gained in the fire investigation shall be included, such as activity before fire, discovery, cause, and recommendations. The narrative also shall include requested comments on unsatisfactory items, mutual aid (if received), and other items of interest. The report shall be signed by the Chief of the Fire Department and appropriate reviewing officials.

SECTION G – BRIEF NARRATIVE OF FIRE

A suggested format is:

At 0052, received ----------

On arrival ----------

Investigation showed ----------

CHIEF OF FIRE DEPARTMENT REVIEWING OFFICIAL REVIEWING OFFICIAL REVIEWING OFFICIAL

FOR ADDITIONAL INFORMATION PHONE NO._____(CHECK ONE) ☐AUTOVON ☐FTS ☐COMMERCIAL

SECTION H - CASUALTIES

1. Enter the last name, first name, and middle initial of one of the casualties. The remaining data spaces shall apply to that individual. This person is assigned the casualty number shown on this section of the form for this incident, and any future reports about this person's injuries at this incident shall show the same casualty number.

2. Sequentially number each casualty that occurs during the same incident starting with 01. This number then becomes the number assigned to the person named above for this incident. All reports pertaining to the incident that refer to that person shall have that casualty number also. Enter the number in the coding spaces provided.

Example:

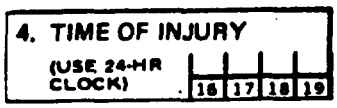
Casualty Sequence Number 3 would be entered.

3. Enter the age of a person injured or killed. If the age of the person cannot be determined, approximate as closely as possible. For those casualties less than 1 year old, record a "01." For those over age 99, record "99."

Example:

A 3-year-old child.

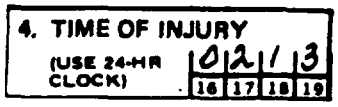
A 68-year-old adult.



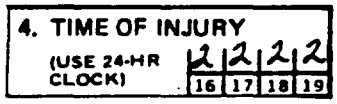
4. Enter as closely as possible the time when the injury occurred using the 24-hour clock. This could be before or after the time of the alarm. If the date is different from the date shown in Section A, indicate this in the REMARKS and show the date of the injury.

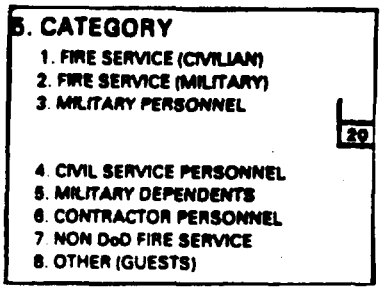
Examples:

An injury occurring at 2:13 AM.



An injury occurring at 10:22 P.M.

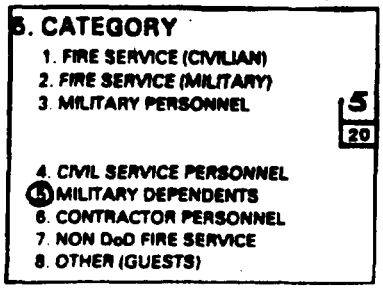




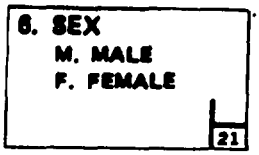
5. Determine the category of the casualty, circle the proper number and enter that number in the code space.

Example:

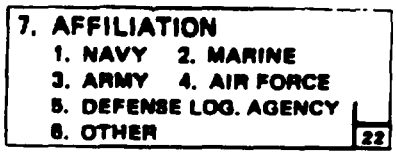
A child burned in Navy family housing.



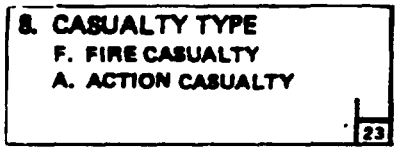
NOTE: If category is either 1, 2, 3, or 4, it may be necessary for the command to submit an additional report as required by DoD Instruction 6055.7 (reference (b)).



6. Circle the appropriate letter and enter that letter in the coding space.



7. Circle the appropriate letter and enter that letter in the coding space to indicate the Military Service or other affiliation of the person.



8. There are two types of casualties as defined below. Enter the appropriate letter in the coding space.

a. Fire Casualty: A person injured or killed as a direct result of a fire before or after the alarm for the incident (for example injury or death from burns, smoke inhalation, fire, or ceiling collapse).

b. Action Casualty: A person injured or killed after the alarm for the incident is received, but not a fire casualty (for example, injury from sprained back raising a ladder, cut hand, or overexertion, all casualties occurring while responding to or returning from an incident, or casualties due to the violence of others).

9. Enter the appropriate letter in the coding space indicating whether the person was injured or killed.

10. FAMILIARITY WITH STRUCTURE [25]

10. Enter the length of time the casualty was acquainted with the inside of the building or structure. If the casualty did not occur in a structure, enter "Not a structure."

Examples:

A customer in a restaurant for the first time.

10. FAMILIARITY WITH STRUCTURE 2 HOURS [1] 25

A person in a Navy lodge room for 2 days.

10. FAMILIARITY WITH STRUCTURE 2 DAYS [2] 25

A person in the home he has lived in for 5 years

10. FAMILIARITY WITH STRUCTURE 5 YEARS [7] 25

CODE SECTION

Familiarity With Structure:

1. Less than 1 day.
2. 1 to 7 days.
3. 8 to 30 days.
4. 1 to 2 months.
5. 3 to 6 months.
6. 7 to 12 months.
7. Over 1 year.
8. Not a structure.
9. Familiarity with the structure undetermined or not reported.

11. LOCATION AT IGNITION [26]

11. Determine where the casualty was in relation to the area or space where the fire started when the ignition actually occurred and record this relationship. If the casualty was not a fire casualty, indicate "Not a fire casualty."

Examples:

A person set his clothing on fire.

11. LOCATION AT IGNITION CLOTHING SET ON FIRE [1] 26

A person was in the bedroom when a fire started on the same floor in the living room.

11. LOCATION AT IGNITION SAME STORY-DIFFERENT ROOM [3] 26

CODE SECTION

Location at Ignition:

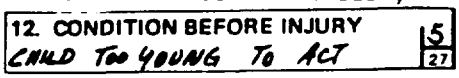
1. Fire casualty intimately involved with ignition.
   Included are ignition of clothing on a person and ignition of bedding or furniture on which a person is sitting or lying.
2. Fire casualty in the room or space of fire origin.
   Included are vehicle compartments, porches, tents, and playhouses.
3. Fire casualty on same floor as origin of fire.
4. Fire casualty in same building as origin of fire.
5. Fire casualty outside of building of fire origin but on property.
6. Fire casualty off property of fire origin at time of ignition.
8. Not a fire casualty.
9. Location of Casualty at Time of Ignition not classified above.
0. Location of Casualty at Time of Ignition undetermined or not reported.

12. Describe the condition or apparent condition of the person before the injury. This is the normal condition that the person would have been in if there had not been an emergency.

Examples:

A person asleep before being overcome by smoke.

A child is aware of the fire, but is too young to act alone.



A person at his job is injured in a flash fire.

CODE SECTION

Condition Before Injury:

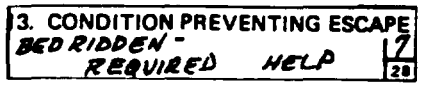
1. Asleep.
2. Bedridden, other physical handicap.
3. Impaired by drugs, alcohol.
4. Under restraint.
5. Too young to act.
6. Too old to act.
7. Mentally handicapped, senile.
8. Awake, unimpaired.
9. Condition Before Injury not classified above.
0. Condition Before Injury undetermined or not reported.

13. Record the most significant condition preventing the casualty's escape or rescue. If there was no significant condition that prevented escape, indicate "Not a factor."

Examples:

A person reaches a locked door he cannot open in his escape path.

A person is bedridden and cannot escape without assistance.



CODE SECTION

Condition Preventing Escape:

1. No time to escape; explosion or fire progressed too rapidly.
2. Fire between casualty and exit.
3. Locked door.
4. Illegal gates, locks.
5. Clothing on casualty burning.
6. Moved too slowly.
   Included are failures to follow correct (available) escape procedures.
7. Victim incapacitated prior to ignition.
8. No conditions prevented escape or not a factor.
9. Conditions Preventing Escape not classified above.
0. Conditions Preventing Escape undetermined or not reported

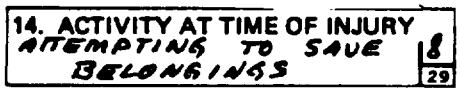
14. Record what the person was doing at the time of injury.

Examples:

A person is injured while escaping from a building.

A firefighter is injured when his apparatus is in an accident while responding.

A person outside the building returns to the building to attempt to save some belongings.



CODE SECTION

Activity At Time of Injury:

1. Escaping.
2. Rescue attempt.
3. Fire control.
4. Response/return.
5. Cleanup, salvage, mopup.
6. Sleeping.
7. Unable to act.
8. Irrational action.
9. Activity at Time of Injury not classified above.
0. Activity at Time of Injury undetermined or not reported.

15. Record the action or lack of action that directly resulted in the injury. When the injury occurred as a result of contact with an object, the classification that best describes the manner in which that contact occurred shall be identified.

Examples:

A person burned when a grease fire in a kitchen flashes.

A person struck by flying glass when a window blows out.

CODE SECTION

Cause of Injury:

1. Caught in, under, between; trapped by.
2. Exposed to fire products. Included are flame, heat, smoke, and gas.
3. Exposed to chemicals, radiation. Excluded are fire products (2).
4. Fell or stepped on, over, into.
5. Overexertion.
6. Rubbed by, contact with.
7. Struck by.
8. Not applicable.
9. Cause of Injury not classified above.
0. Cause of Injury undetermined or not reported.

16. Record the nature of the most serious injury to the person. If there were other injuries, these should be covered in the REMARKS.

Examples:

A person receives second-degree burns and smoke inhalation.

A person suffers a heart attack while escaping.

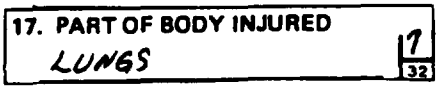
CODE SECTION

Nature of Injury or Illness:

1. Burns and asphyxia/smoke
2. Burns only.
3. Asphyxia/smoke only.
4. Wound, cut, bleeding.
5. Dislocation, fracture.
6. Complaint of pain.
   Included are heart attacks and strokes.
7. Shock.
8. Strain, sprain.
9. Nature of Injury or Illness not classified above.
0. Nature of Injury or Illness undetermined or not reported.

17. Record the part of body injured.

Examples:
Nail puncture to foot.
Smoke inhalation.



CODE SECTION

Part of Body injured:

1. Head, neck.
2. Body, trunk, back.
3. Arm.
4. Leg.
5. Hand.
6. Foot.
7. Internal.
   Included are respiratory system and heart.
8. Multiple parts.
9. Part of Body Injured not classified above.
0. Part of Body Injured undetermined or not reported.

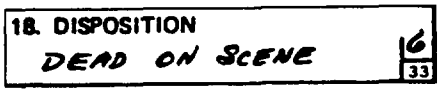
18. Record what was done for the person as far as providing or assisting in seeking medical care.

Examples:

Person refused help.

Person taken to hospital by the fire department ambulance.

Person was dead on scene. No medical assistance was provided.



CODE SECTION

Disposition:

1. Refused help.
2. Treated at scene and released.
3. Taken to hospital by fire department vehicle.
4. Taken to hospital by nonfire department vehicle.
5. Taken to other than hospital.
6. Died.
9. Disposition of Casualty not classified above.
0. Disposition of Casualty undetermined or not reported.

REMARKS:

Remarks shall indicate what happened and why.

EXAMPLES: Casualty #1 - - dripped skillet and spilled burning grease on her foot while trying to carry burning grease from stove to outside. Second-degree burns.

Casualty #2 - - removed his self-contained breathing apparatus (SCBA) during mopup and was over-oxposed to fire products. Treated at hospital and released.

Casualty #3 - - cut his hand on window during forcible entry. Glass cut through gloves. Gloves were badly worn. Required first-aid treatment, but no loss time.